

**REPORT OF THE AUDIT OF THE
GRANT COUNTY
SHERIFF'S SETTLEMENT - 2001 TAXES**

April 20, 2002



EDWARD B. HATCHETT, JR.
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EXECUTIVE SUMMARY

**AUDIT EXAMINATION OF THE
GRANT COUNTY
SHERIFF'S SETTLEMENT - 2001 TAXES**

April 20, 2002

The Auditor of Public Accounts has completed the audit of the Sheriff's Settlement - 2001 Taxes for the Grant County Sheriff as of April 20, 2002. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

Financial Condition:

The Sheriff collected taxes of \$6,778,889 for the districts for 2001 taxes, retaining commissions of \$225,372 to operate the Sheriff's office. The Sheriff distributed taxes of \$6,552,443 to the districts for 2001 Taxes. Taxes of \$479 are due to the districts from the Sheriff and refunds of \$3,625 are due to the Sheriff from the taxing districts.

Report Comment:

- Lacks Adequate Segregation Of Duties

Deposits:

The Sheriff's deposits were insured and collateralized by bank securities or bonds.

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EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky

Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Darrell Link, Grant County Judge/Executive
Honorable Randy Middleton, Grant County Sheriff
Members of the Grant County Fiscal Court

Independent Auditor's Report

We have audited the Grant County Sheriff's Settlement - 2001 Taxes as of April 20, 2002. This tax settlement is the responsibility of the Grant County Sheriff. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for Sheriff's Tax Settlements issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the Sheriff's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the accompanying financial statement referred to above presents fairly, in all material respects, the Grant County Sheriff's taxes charged, credited, and paid as of April 20, 2002, in conformity with the modified cash basis of accounting.



To the People of Kentucky
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Dana Mayton, Secretary, Revenue Cabinet
Honorable Darrell Link, Grant County Judge/Executive
Honorable Randy Middleton, Grant County Sheriff
Members of the Grant County Fiscal Court

In accordance with Government Auditing Standards, we have also issued our report dated June 12, 2003, on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Based on the results of our audit, we present the accompanying comment and recommendation, included herein, which discusses the following report comment:

- Lacks Adequate Segregation Of Duties

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a stylized flourish at the end.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
June 12, 2003

GRANT COUNTY
RANDY MIDDLETON, COUNTY SHERIFF
SHERIFF'S SETTLEMENT - 2001 TAXES

April 20, 2002

<u>Charges</u>	<u>County Taxes</u>	<u>Special Taxing Districts</u>	<u>School Taxes</u>	<u>State Taxes</u>
Real Estate	\$ 1,082,039	\$ 719,874	\$ 3,074,215	\$ 865,721
Tangible Personal Property	55,387	42,842	191,975	162,696
Intangible Personal Property				30,355
Fire Protection	1,536			
Taxes Increased Through Erroneous Assessments	151	100	399	231
Franchise Corporation	153,506	104,371	463,380	
Additional Billings	462	341	1,342	224
Bank Franchises	47,625			
Penalties	7,836	5,226	21,806	6,511
Adjusted to Sheriff's Receipt	(95)	(56)	700	(523)
Gross Chargeable to Sheriff	<u>\$ 1,348,447</u>	<u>\$ 872,698</u>	<u>\$ 3,753,817</u>	<u>\$ 1,065,215</u>
<u>Credits</u>				
Exonerations	\$ 3,325	\$ 2,246	\$ 9,276	\$ 4,364
Discounts	16,010	10,755	46,414	15,456
Delinquents:				
Real Estate	27,042	17,981	75,494	21,622
Tangible Personal Property	1,196	930	3,659	2,078
Intangible Personal Property				1,065
Uncollected Franchise	462	357	1,556	
Total Credits	<u>\$ 48,035</u>	<u>\$ 32,269</u>	<u>\$ 136,399</u>	<u>\$ 44,585</u>
Taxes Collected	\$ 1,300,412	\$ 840,429	\$ 3,617,418	\$ 1,020,630
Less: Commissions a)	<u>55,555</u>	<u>35,718</u>	<u>90,435</u>	<u>43,664</u>
Taxes Due	\$ 1,244,857	\$ 804,711	\$ 3,526,983	\$ 976,966
Taxes Paid	1,244,726	804,792	3,526,546	976,379
Refunds (Current and Prior Year)	<u>738</u>	<u>482</u>	<u>2,190</u>	<u>810</u>
Due Districts or (Refunds Due Sheriff) as of Completion of Fieldwork	<u>\$ (607)</u>	<u>\$ b) (563)</u>	<u>\$ c) (1,753)</u>	<u>\$ (223)</u>

a), b), and c) See Page 4.

The accompanying notes are an integral part of the financial statement.

GRANT COUNTY
 RANDY MIDDLETON, COUNTY SHERIFF
 SHERIFF'S SETTLEMENT - 2001 TAXES
 April 20, 2002
 (Continued)

a) Commissions:

10% on	\$	10,000
4.25% on	\$	3,151,471
2.5% on	\$	3,617,418

b) Special Taxing Districts:

Library District	\$	(192)
Health District		(113)
Extension District		(91)
Soil Conservation District		(19)
Mental Health District		<u>(148)</u>

(Refunds) Due Sheriff	\$	<u><u>(563)</u></u>
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c)

Grant County Board of Education	\$	479
Williamstown Graded School		<u>(2,232)</u>

Due District or (Refund) Due Sheriff	\$	<u><u>(1,753)</u></u>
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GRANT COUNTY
NOTES TO FINANCIAL STATEMENTS

April 20, 2002

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

The Sheriff's office tax collection duties are limited to acting as an agent for assessed property owners and taxing districts. A fund is used to account for the collection and distribution of taxes. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting. Basis of accounting refers to when charges, credits, and taxes paid are reported in the settlement statement. It relates to the timing of measurements regardless of the measurement focus.

Charges are sources of revenue which are recognized in the tax period in which they become available and measurable. Credits are reductions of revenue which are recognized when there is proper authorization. Taxes paid are uses of revenue which are recognized when distributions are made to the taxing districts and others.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Deposits

The Sheriff maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the Sheriff and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of April 20, 2002, the Sheriff's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the Sheriff's agent in the Sheriff's name, or provided surety bond which named the Sheriff as beneficiary/obligee on the bond.

GRANT COUNTY
NOTES TO FINANCIAL STATEMENT
April 20, 2002
(Continued)

Note 3. Tax Collection Period

Property Taxes

The real and personal property tax assessments were levied as of January 1, 2001. Property taxes were billed to finance governmental services for the year ended June 30, 2002. Liens are effective when the tax bills become delinquent. The collection period for these assessments was September 19, 2001 through April 20, 2002.

Note 4. Interest Income

The Grant County Sheriff earned \$6,738 as interest income on 2001 taxes. The Sheriff distributed the appropriate amount to the school district as required by statute, and the remainder will be used to operate the Sheriff's office. As of June 12, 2003, the Sheriff owes \$348 in interest to his fee account.

Note 5. Sheriff's 10% Add-On Fee

The Grant County Sheriff collected \$27,990 of 10% add-on fees allowed by KRS 134.430(3). This amount will be used to operate the Sheriff's office.

Note 6. Advertising Costs And Fees

The Grant County Sheriff collected \$1,284 of advertising costs and \$321 of advertising fees allowed by KRS 424.330(1) and KRS 134.440(2). The Sheriff distributed the advertising costs to the county as required by statute, and the advertising fees will be used to operate the Sheriff's office.

Note 7. Unrefundable Duplicate Payments And Unexplained Receipts Should Be Escrowed

The Sheriff should deposit any unrefundable duplicate payments and unexplained receipts in an interest-bearing account. According to KRS 393.110, the Sheriff should properly report annually to the Treasury Department any unclaimed moneys. After seven years, if the funds have not been claimed, the funds should be submitted to the Kentucky State Treasurer. For the 2001 taxes, the Sheriff had \$3,142 in unrefundable duplicate payments and unexplained receipts. Therefore, the Sheriff should send a written report to the Treasury Department.

COMMENT AND RECOMMENDATION

GRANT COUNTY
RANDY MIDDLETON, COUNTY SHERIFF
COMMENT AND RECOMMENDATION

April 20, 2002

INTERNAL CONTROL - REPORTABLE CONDITIONS AND MATERIAL WEAKNESS:

Lacks Adequate Segregation Of Duties.

We noted the lack of an adequate segregation of duties for the internal control structure and its operation that we consider to be a reportable condition and a material weakness under standards established by the American Institute of Certified Public Accountants – such as, one bookkeeper takes in cash, deposits it, and records receipts. Due to the entity's diversity of official operations, small size, and budget restrictions, the official has limited options for establishing an adequate segregation of duties. Management has considered and rejected additional cost when setting budget limits on spending for salaries and therefore accepts the degree of risk for a lack of an adequate segregation of duties. Therefore, the Auditor of Public Accounts has judged the lack of an adequate segregation of duties as a reportable condition and a material weakness. The following recommendations are offered to offset this internal control weakness:

- 1) Cash periodically recounted and deposited by the Sheriff.
- 2) Surprise cash counts by the Sheriff.
- 3) Periodic reconciliation by the Sheriff of daily collection reports to the receipts ledger and deposit slip.
- 4) Reconciliation by the Sheriff of monthly collection reports to the receipts ledger and disbursements ledger.
- 5) Requiring dual signatures on checks with one being that of the Sheriff.
- 6) Examination by the Sheriff for payroll checks prepared by another employee and delivering said checks.
- 7) Examination by the Sheriff for proper documentation of other disbursement checks prepared by another employee.
- 8) Disbursements mailed by the Sheriff.
- 9) Requiring employees to be cross-trained.
- 10) Requiring employees to take mandatory vacations.
- 11) Bank reconciliations prepared or reviewed by the Sheriff.
- 12) Publishing the financial statements.

Sheriff's Response:

I understand but we are short on money to hire more personnel.

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REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



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AUDITOR OF PUBLIC ACCOUNTS

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Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the Grant County Sheriff's Settlement - 2001 Taxes as of April 20, 2002, and have issued our report thereon dated June 12, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Grant County Sheriff's Settlement - 2001 Taxes as of April 20, 2002 is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Grant County Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statement. A reportable condition is described in the accompanying comment and recommendation.

- Lacks Adequate Segregation Of Duties.



Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

Internal Control Over Financial Reporting (Continued)

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we consider the reportable condition described above to be a material weakness.

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
June 12, 2003

